

**Lucas County LEPC Meeting Minutes**  
**Lucas County Emergency Services Building**  
**January 29, 2009**

**Order of Business**

Chairman, George France brought the meeting to order at 12:15 pm.

- September 18 and November 21, 2008 meeting minutes were unavailable and remain unapproved.
- A quorum was present as verified by Tom Barnhizer.
- George France asked if the Executive Committee report could be moved up to the 3<sup>rd</sup> item on the agenda and there were no objections from the group.

**Executive Committee Report**

- At the end of 2008, the Lucas LEPC had a negative treasury balance.
- The Lucas County Auditor will no longer allow county boards to operate with a budget deficit, but will work with the members to achieve a balanced budget during the following year.
- The Lucas County O.M.B. agreed to loan the Lucas County LEPC \$20,000 to continue operations into 2009. These funds must be repaid upon receipt of the 2009 SERC grant notice of award.
- George France, Chair, met with Leigh Casey in November and December 2008 to discuss the operating deficit and to discuss planning options. At this meeting, he advised Ms. Casey that the Lucas LEPC was in no position to renew her contract or the contract of Mike Frey. Mr. France communicated this information to Mike Frey by phone shortly after this meeting.
- The contracts of Leigh Casey and Mike Frey ended 12-31-2008.
- Mr. France and Ryan Grant consulted several times with representatives from the Lucas County Auditor's and Prosecutor's offices to seek advice about how to proceed.
- Mr. France and Mr. Grant met with Joe Walter, Lucas County EMA Director to discuss possible financial support options.
- Mr. France and Mr. Grant met with the Executive Committee on January 27, 2009 and shared their findings.
- The Executive Committee proposed the following plan to the membership for consideration and approval:
  - Mr. France and Mr. Grant have been working to complete the 2009 SERC grant application. They will be requesting \$87,000 but funding is expected to be between \$56,000-\$58,000.
  - Joe Walter proposed, that pending approval from the Lucas O.M.B., the Lucas County EMA will loan the Lucas County LEPC an additional \$20,000 to fund board operations until the SERC grant funds are received.

- Lucas LEPC will use this loan to offer Mike Frey a six-month consultant contract in the amount of \$20,000 to coordinate facility site inspections, data entry in the CAMEO system, to coordinate emergency spill reports and follow-up, and other related duties (Scope of work and specific deliverables are outlined in the draft contract). The contract would be effective January 1 through June 30, 2009.
- If funding allows, it is the goal of the Lucas LEPC to continue these consultant services until the end of 2009.
- The Lucas LEPC membership must assume all administrative duties of the board and the Lucas EMA along with the Executive Committee shall provide oversight for the board.
- Mr. Frey will not be a voting member of the Executive Committee.
- Representatives of the Executive Committee agree to meet bi-weekly with Mr. Frey to monitor progress toward completion of the consultant contract deliverables.
- Mr. Frey will have access to a county computer and will be accessible to the public by maintaining a presence on the 3<sup>rd</sup> floor of the Lucas EMS building and by answering phone and e-mail inquiries to the Lucas LEPC.
- Lucas LEPC will continue to work closely with the County Prosecutor's Office and will ensure that the consultant contract includes the required language including a 30 day release clause for all parties.
- Upon receipt of SERC funding, the Lucas LEPC will immediately repay the \$40,000 in loans to the Lucas County O.M.B. and Lucas County EMA.
- The Lucas LEPC will seek additional sources of funding including collection of outstanding compliance fees, applying for the HMEP grant later in 2009, and pooling training costs. The finance Committee will work to cut costs whenever possible.
- After discussion, Lt. Tom Wiegand moved to defer to the recommendations of the Executive Committee, seconded by Eric Zgodzinski. The motion was voted on and approved.

#### **Lucas LEPC Chair Resignation and Elections**

- George France then announced that he has submitted his letter of resignation as Chair of the Lucas LEPC effective 1-29-2009 due to personal commitments. Mr. France will remain as the Chair of the Exercise Committee. Tom Barnhizer moved to accept the resignation of Mr. France which was seconded by Lt. Tom Wiegand and approved by a verbal vote. Mr. France was thanked for his service.
- The Lucas LEPC By-Laws were reviewed prior to the meeting and did not allow for the automatic succession of the Vice Chair. Mr. Grant, current Vice Chair which could potentially leave a second vacant position on the Executive Committee.
- Mr. France nominated Ryan Grant for Chair and asked for additional nominations from the floor. None were noted. The Committee approved Ryan Grant as Chair by a verbal vote.
- Mr. Grant took control of the meeting and asked for nominations for Vice Chair. Tony Sloma was nominated and the Committee was advised that Mr. Sloma is willing to serve in this position. Mike Gerber moved to accept the nomination of Mr.

Sloma for Vice Chair, seconded by Scott Ousky which was approved by verbal vote by the committee.

- Leigh Casey will remain as the LEPC Secretary/Treasurer until either she resigns or her term expires in August 2009. Provisions exist in the by-laws to remove members based on attendance, but must be applied equally across the membership.
- The group acknowledged the many contributions of Leigh Casey over the past years.
- All Lucas County LEPC member appointments will be up for renewal in 2009.

### **Community Emergency Coordinator and Information Coordinator Appointments**

- By law, the LEPC fill the chair, vice chair, secretary, information coordinator, and community emergency coordinator positions.
- Mr. Grant read the requirements of the community Emergency Coordinator from the SERC handbook.
  - This position would be mostly oversight and would be provided direct assistance from Mr. Frey. Mr. Frey would complete the reporting compliance paperwork.
  - The county EMA address would be used for all correspondence and reports.
- Mike Gerber was asked how this position is usually staffed in other Ohio counties and he replied that it is usually handled by the EMA.
- The group was advised that the appointments to the Lucas LEPC Committee granted by the County Commissions grants limited immunities to the members.
- Patekka Bannister nominated Michelle Hughes-Tucker for the position of Community Emergency Coordinator. Ms. Hughes-Tucker accepted the nomination and she was approved by a verbal vote.
- George France nominated Joe Walter for the position of Information Coordinator. Mr. Walter accepted the nomination and he was approved by a verbal vote.

### **Sub-Committee Reports**

#### **Finance**

- At the end of 2008, the treasury was running a negative balance of \$21, 024.44.
- Receipts in December 2009 were \$31,648.18 including the Lucas County O.M.B. loan of \$20,000 leaving an ending balance of \$8,121.
- Monthly phone bills are estimated at \$40/month.
- 2009 proposed budget was distributed as a handout and explained by Matt Heyrman. Mr. France and Mr. Ryan put this budget together with the help of Leigh Casey to satisfy the needs of the County. This budget was supposed to have been approved by the membership in December 2008.
- The budget was approved by a verbal vote.

#### **Training**

- Tom Jaksetic, Chair acknowledged that there are no funds budgeted for training in 2009, but reminded the group of other funding options including DHS, UASI, and membership assistance.
- Future training costs could be pooled and participants could pay modest fees to attend.

- Tom Barnhizer encouraged the membership to complete National Incident Management System (NIMS) training requirements by completing the FEMA online ICS courses to include: IS 100, 200, 700, and 800-B. He recommended taking ICS 300 and 400 which are classroom courses. Tom will prepare a document outlining the training requirements for the group.
- LEPC will continue to offer two CAMEO trainings per year.
- The Lucas LEPC also needs to conduct facility workshops. The industry membership was asked to submit workshop recommendations. Mr. Grant would like to host two, Tier II Reporting Requirements workshops with target dates in May and in the fall of 2009. The suggestion was made to contact the Safety Council of NW Ohio to co-sponsor workshops.

### **Exercise**

- George France, Chair reported that the Lucas LEPC exercise will be conducted on March 18, 2009 beginning at 8:00 am. Mr. France will need to meet with the exercise design team several times over the next couple of weeks to finalize the plans and to complete the paperwork due to the state by 2-18-2009.
- A request was made for volunteers to serve as exercise controllers and evaluators in the EOC and at two field locations. Lt. Cheryl Hill has volunteered and John Barnes will ask fire chiefs currently being recruited to be in the EOC so they might get a feel for how it operates.
- Tim Livingston, NBC 24-WNWO volunteered to be the media partner for the exercise.

### **Grants**

- This committee needs a chair.
- The SERC grant is about 90% completed and will be sent in on time.
- Eric Zgodzinski, Toledo-Lucas County Health Department is considering taking the Chair position.

### **Plan Review**

- The current Lucas LEPC plan must be reviewed by 8-2009.
- Walt VanDromme as agreed to chair this sub-committee.
- Tom Barnhizer, John Barnes, Mike Gerber, and Tom Jaksetic will assist with the plan review.
- Ryan Grant is having the current plan reformatted.

### **Public Information**

- Kathy Silvestri and Robyn Sigler, Co-Chairs reported that the 2009 Lucas LEPC reporting requirements will appear in the Toledo Blade on Sunday, February 8, 2009, one week later than originally planned.
- In March, a second full-page ad will run which will re-introduce the purpose and structure of the Lucas LEPC and will feature short articles from the Lucas County Engineers and the American Red Cross of Greater Toledo offering information about winter/spring flooding.

- The original Lucas LEPC website has been deactivated, but the Committee will have space on the new and improved County website which should be active on 2-6-2009.
- The Lucas LEPC will have a new URL which will be communicated to the membership as soon as it is known.
- Mike Frey has attended a one-day training on website administration and he will work to make sure the information on the new site is accurate and up to date.
- The Committee expressed the need to make reporting requirements for fineable offenses a priority for the website to prevent future compliance problems. Tom Barnhizer agreed to assist Mr. Frey.

### **Compliance**

- Tony Sloma, Chair could not attend the meeting, but John Barnes, Ryan Grant, and George France gave the report.
- 2009 Tier II reports are already coming in and are stacking up.
- There is a two year backlog of unresolved compliance cases.
- A suggestion was made to pursue only the last six-eight months of unresolved cases. Bradley Roy countered that at least two attempts should be made to contact all unresolved compliance cases by mail and that any and all offers of payment should be accepted. The rest of group was in agreement with Mr. Roy suggestions.
- The Compliance Sub-committee will continue to work with the Lucas County Prosecutor's office to make changes to the current compliance policies.
- Volunteers were solicited to serve on this committee. It was suggested that corporate partners could more easily participate if the sub-committee would use a web-based conferencing and conference calls instead of face-to-face meetings. The Executive Committee will look into the feasibility of this suggestion.
- Eric Zgodzinski, Stacey Schmidt, Mike Gerber, and John Barnes agreed to serve on this committee.
- The group also discussed the need for more aggressive follow-up for late filers. This is being discussed by the Executive Committee.

### **New Business**

The next NOMAD meeting is 2-18-2009.

Joe Walter moved to adjourn the meeting at 1:40 pm; Tom Barnhizer seconded the motion which was approved by a verbal vote.

Respectfully submitted by,

Kathy S. Silvestri, MPH  
Co-Chair Public Information Sub-Committee  
Lucas County LEPC